|  |
| --- |
| **Furman Academic Logo Practicum Minimum Activity Chart (US-University Supervisor, CT=Cooperating Teacher)**  |
|   | **Minimum Required Activity** | **Timeline** | **Who**  | **Requirement** | **US Initial/ Date**  |
| 1 | Protocol Visit | before February 3rd | US, CT, Candidate | Calendars, timelines, expectations. All sign *Summary of Practicum Responsibilities* document. |   |
| 2 | Weekly Cooperating Teacher Evaluation | Weekly | CT | Evaluation throughout using the *Weekly Cooperating Teacher Evaluation Form*.  |  |
| 3a | US Lesson Pre- conference | POP cycle 3a, 3b, 3c within 2 week time frame | US meets with candidate after receiving pre-conference form  | *Pre-Conference Form* *for Lesson Observations* completed. |  |
| 3b | US Lesson Observation | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form*  |   |
| 3c | US Lesson Post-conference  | US, candidate conference after receiving post-conference form | *Post-Conference Form* *for Lesson Observations* completed.  |   |
| 4 | US Lesson Observation(Announced or Unannounced) |  | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 5 | Midterm Conference | March 16th-March 20th  | US, CT, Candidate | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations and weekly evaluations, assignments & reflections, and dispositions evidence to date. Feedback from SCTS 4.0 and dispositions is shared with the candidate.  |  |
| 6a | CT Lesson Pre- Conference | POP cycle 6a, 6b, 6c within 2 week time frame | CT meets with candidate after receiving pre-conference form | *Pre-Conference Form* *for Lesson Observations* completed. |   |
| 6b | CT Lesson Observation | CT observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form*  |  |
| 6c | CT Lesson Post-Conference | CT, candidate conference after receiving post-conference form | *Post-Conference Form* *for Lesson Observations* completed. |  |
| 7 | US Unannounced Lesson Observation |   | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form*  |   |
| 8 | US Invitation Lesson Observation  |  | US observes candidate | Evaluation using *Lesson Observation Formative Evaluation & Feedback Form* |  |
| 9 | Principal/Other Admin Observation | Before Final Conf. | Admin observes candidate | Preferred evaluation using *Lesson Observation Formative Evaluation & Feedback Form* or informal written feedback |  |
| 10 | Final Conference | April 20th-April 24th | US, candidate, CT meeting/conference | *Midterm/Final SCTS Form* completed by US taking into account CT lesson observations and weekly evaluations, assignments & reflections, and dispositions evidence. Scores and feedback from SCTS 4.0 and Dispositions Assessment is shared with the candidate. Candidate receives recommendation results for Induction year position and confirmation of completing all program requirements for advancing to Internship. |  |